

# INSTRUCTOR WITHDRAWAL FORM

## POLICY PROCEDURES

1. Students who have not attended class by the last day to drop for a refund **MUST** be dropped by the instructor during the following week (no refund applicable).
2. When a student's absences equal twice the number of weekly class meetings (or he/she has not submitted DE work by deadline) the student may be dropped by the instructor for unsatisfactory attendance in the class by the instructor.
3. An Instructor Withdrawal Form should be completed and submitted to the Admissions and Records Office within five (5) days of when student met withdrawal criteria.
4. Students dropped during the withdrawal or "W" period (first 60% of course) will receive a grade of W.
5. Students dropped after the "W" period (first 60% of course) will receive a grade of F. Students with documented mitigating circumstances may write a letter of appeal to Peggy Taylor.
6. The instructor may reinstate students by submitting a reinstatement form to the Admissions and Records Office.

The following student should be withdrawn for unsatisfactory attendance or lack of DE work completed:

Class Nbr.	Subject	Catalog Nbr.	Section	Instructor's Signature and Date
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
Student			Id or Social Security Number	Last Date of Attendance/Work* Submitted
_____	_____	_____	_____	_____

*Forms must be submitted immediately to Admissions and Records Office or Peggy Taylor's mailbox.*

\*Last Date of Attendance does **NOT** determine whether a student receives a grade of "W" or "F." The withdrawal date by the instructor determines the grade.

*(Revised 11/05)*

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